

INSTRUCTIONS:

1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Typed signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the District Director, Program Quality Director and Club Growth Director within 30 days after the end of the month.
5. **Quarter reports due to World Headquarters:**
 - * September Report: **October 31**
 - * December (Audit) Report: **February 15**
 - * March Report: **April 30**
 - * June (Audit) Report: **August 31**
6. Submit approved narratives and certification page to World Headquarters by email:
 - * Scan and email the PDF to **DistrictFinancialReports@toastmasters.org**

NOTE: This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	USD
Monthly Net Income/(Loss)	(1,522.47)
Year to Date Net Income/(Loss)	4,935.41
Total Available Funds	54,267.95

1. We, the undersigned, certify that all District financial records have been made available to the Audit Committee for inspection and that any unpaid bills or other outstanding obligations for the 2022-2023 term have been reported to the Audit Committee and included in accruals section of this audit. We further certify that there are no other outstanding District obligations incurred for the 2022-2023 term.

Dated this 15 day of February, 2023

Jennifer Kibicho
District Director (for the year audited)

[Signature]
District Finance Manager (for the year audited)

Complete only for the Mid-year Report and Year-end Report:

2. We, the undersigned members of the Audit Committee, have examined the records of District 35 for the 2022-2023 term in accordance with the Audit Committee Guidelines* and believe that this report properly reflects the operation for that term.

Dated this 12th day of February

Edward M. Thelen
Chairman

[Signature]
Member

[Signature]
Member

* Audit Committee Guidelines are available on the District Finance Corner of the Toastmasters International Website: [HERE](#)
NOTE: Audit Committee members cannot be members of the District Executive Committee (e.g., District Director, Program Quality Director, Club Growth Director, Immediate Past District Director, Admin Manager, Finance Manager, Public Relations Manager, Division Directors, Area Directors).